Using the Benefits Open Enrollment Wizard

Getting Started

The following steps outline how to access the **Benefits Open Enrollment Wizard** in Vista Self Service to enroll in or change benefits for the 2012 plan year.

To log into Vista Self Service

1. From the **Boulder@Work** intraweb home page, click on VISTA. The **Vista** login page appears. To access this from a non-city computer, type this address into your browser: vistaweb.ci.boulder.co.us
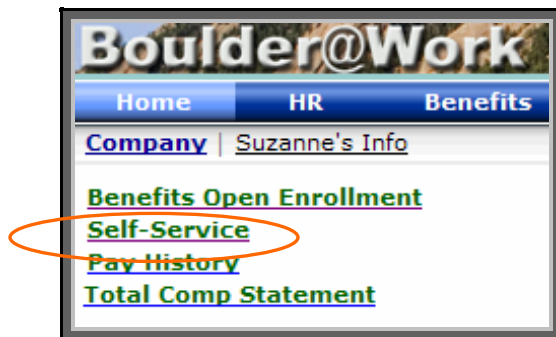

2. Type your network **User ID** and **Vista Password**, and then click **Login**.
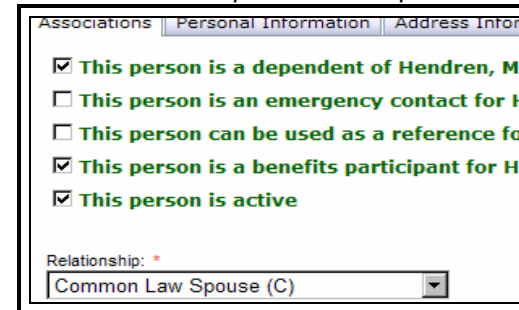
   Note: If you do not remember your password, email Krissy at KaplanK@bouldercolorado.gov for a temporary replacement password.

3. On the left bar of the **Vista Home** page, click **Self-Service**.

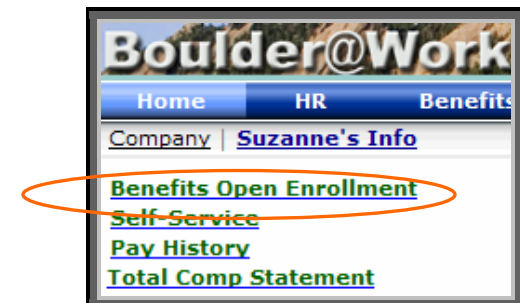   *Note:* If you are a supervisor or payroll coordinator, you may need to first click on **YourName's Info**.

4. Go to the **Personal** tab and drop down to click on **Contacts**.
   a. **Confirm** your current dependents.
   b. **To Delete** a dependent, click the red "x" next to that person's record. Note: You are <u>not</u> able to delete someone who is currently receiving benefits. You will need to "**unselect**" them from the covered dependents of each plan in the wizard to discontinue their coverage.
   c. **To Add** a new dependent click the green "+".
      *On the **Associations** tab, you will need to check the first, fourth, and last box for a dependent and also choose a relationship from the drop down box.*

   *On the **Personal Information** tab, you will need to enter the social security number and birth date. Then, click **Submit**.*

5. On the left bar, click **Benefits Open Enrollment**.

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<table><tr><td>**Completing Open Enrollment**</td></tr></table>

After logging into **Vista**, use the instructions below to complete the **Benefits Open Enrollment Wizard**.

To begin the wizard

1. Read the **Instructions** screen and click **Next**.

2. Confirm **Dependents** and click **Next**.

3. Review your **Current Benefits Elections** and click **Next**.

   Note: Please read the important notice on the bottom of this screen.

4. Complete the **Medical**, screen and click **Next**.

   Note: If you are currently in the **$250 Deductible UHC plan**, you will not have any boxes checked on this screen. You must check a box to elect or waive coverage for next year.

Benefits Group:
Medical Insurance

11. Group Description (PDS) | Your Options

- $500 Deductible - Single
- $500 Deductible - Double
- $500 Deductible - Family
- ✅ Medical Insurance - WAIVE
- $1,000 Deductible - Single
- $1,000 Deductible - Double
- $1,000 Deductible - Family

5. Complete the **Dental**, **Vision**, **Flexible Spending**, **Legal** and **Deferred Compensation** screens, clicking **Next** after each one.

   Note: Instructions for each plan are in the box on the right-hand side of your screen.

6. Review your **Open Enrollment Elections** and click **Next**.

7. Click **Submit** to save your enrollment. *Changes will not be saved until you click Submit.*

8. **Print and Review** the Benefits Statement generated. *This is your "proof" of what coverage you elected for the coming year.*

Benefits Statement - Open Enrollment

To exit the Benefits Open Enrollment Wizard, click **Logout** in the top right corner of the **Vista** screen.

To edit your open enrollment benefits elections, you may re-enter the wizard and change your elections any time until **October 19, 2011 at 5:00 pm**. *Changes will not be saved until you click Submit again.*

<table><tr><td>**For Additional Information**</td></tr></table>

Visit **www.bouldercolorado.gov/benefits** for additional information on the plans listed in the Wizard.